

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120119-3

REPORTS INVENTORY

DDS/OL/SD-61

PREPARE IN DUPLICATE

XXXXXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT☒

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

RIA Property On-Loan to Others Reevaluation

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Monthly

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)
Computer Print-Out

8. ADP PROCESSING

☒

YES

IF YES GIVE ADP PROCESSING NO.

NO

116

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

STAT

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OCS, OL/SD/FSB

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-13	8.06	.25		2.02	24		48.48

B. COSTS OF COMPUTER PRODUCED REPORTS

				.05	24		1.20
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TOTAL COSTS PER YEAR

49.68

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A working tool for the analysis of Property On-Loan price changes.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☒ DISCONTINUE

MAN-HOURS

DOLLARS

6

49.68

STAT

16. DATE OF INVENTORY

25 Sept 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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FORM
9-70 142

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(22-36-43)

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